

**O. P. JINDAL SCHOOL, SAVITRI NAGAR**  
**Periodic Test - I (2023 – 2024)**

**Class : IX**  
**Subject: Information Technology (402)**

**MM: 20**  
**Time: 1 Hr.**

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**General Instructions: All questions are compulsory.**

1. Question Paper contains 15 Questions.
  2. Questions 01-05 in Section-A are MCQ type answers each carrying 1 Mark.
  3. Questions 06-10 in Section-B are very short type answers each carrying 1 Mark.
  4. Questions 11-15 in Section-C are short type answers each carrying 2 Marks.
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**Section-A**

**Multiple Choice Questions.**

- Q1.** Which of these is a positive (good) facial expression? (1)
- a. Staring hard
  - b. Nodding while listening
  - c. Wrinkled forehead
  - d. Looking away from the speaker
- Q2.** Which of these is/are disadvantages of written communication. (1)
- a. Additional cost
  - b. Time consuming
  - c. Legal standing
  - d. reference worthy
- Q3.** “*Trusting own abilities, judgements and taking actions*” refers to \_\_\_ self management skill.(1)
- a. Self- confidence
  - b. Self -control
  - c. Positive Thinking
  - d. Goal setting
- Q4.** Which of the following will help you change your self -image? (1)
- a. Physical Exercise
  - b. watching Movies
  - c. Vacationing
  - d. Dressing right

**Q5.** Which of these sentences use uppercase letters correctly? (1)

- a. I am Hungry.
- b. Divya and sunil are reading.
- c. The bucket is Full of water.
- d. She lives in Delhi.

### **Section-B**

#### **Very short type answers.**

- Q6.** What is Diphthongs? (1)
- Q7.** What is Non – Verbal Communication? (1)
- Q8.** What is Positive Thinking so important? (1)
- Q9.** What is Accountability? (1)
- Q10.** What is Self - grooming? (1)

### **Section-C**

#### **Short type answers.**

- Q11.** What are strengths and weaknesses? (2)
- Q12.** Name at least four self-management skills. Explain each at least in one line. (2)
- Q13.** What are 7Cs of effective communication? Explain each at least in one line. (2)
- Q14.** Write two advantages & disadvantages of verbal communication? (2)
- Q15.** Write at least four basic habits to maintain personal hygiene. Explain each at least in one line. (2)